



# UNITED STATES MARINE CORPS

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10 APR 1997

## BASE ORDER P1730.7C

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR COMMAND RELIGIOUS  
PROGRAM (SHORT TITLE: SOP FOR CRP)

Ref: (a) SECNAVINST 1730.7A  
(b) MARCORMAN, Para 2816  
(c) MCO 1730.6C  
(d) MCO P3040.4D  
(e) US Navy Regs, Para 0845  
(f) MCO P1020.3F  
(g) BUPERSINST 1610.10  
(h) NAVMILPERSMAN Art 182140  
(i) MCO 4400.154  
(j) MCO 7010.17A  
(k) SECNAVINST 1730.3G  
(l) MCO P1070.12H  
(m) SECNAVINST 7010.6

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate policy in accordance with references (a) through (m) and to establish standing operating procedures for the facilitation and administration of the CRP within Marine Corps Base, Camp Lejeune.

2. Cancellation. BO P1730.7B.

3. Summary of Revision. This Manual has been revised in its entirety and should be reviewed thoroughly.

4. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

5. Certification. Reviewed and approved this date.

J. T. MURRAY  
Chief of Staff

DISTRIBUTION: A Plus Base Chap (100)

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Location: \_\_\_\_\_  
(Indicate location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

## SOP FOR CRP

### RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

# SOP FOR CRP

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# SOP FOR CRP

## CHAPTER 1

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## SOP FOR CRP

### CHAPTER 1

#### GENERAL INFORMATION

1000. GENERAL. By references (a), (b) and (c), the Commanding General has responsibility for implementing and maintaining a Command Religious Program (CRP) at Marine Corps Base, Camp Lejeune in support of the free exercise of religion detailed in enclosure (1) of reference (a). This support includes funding and logistical support of the CRP as an integral part of the Command's total operation. The senior chaplain assigned to Marine Corps Base (MCB), Camp Lejeune is responsible to the Commanding General for developing and executing the CRP.

1001. MISSION. The mission is to provide and facilitate for religious ministry through the CRP. The senior chaplain, designated as the Command Chaplain, will act as the principal advisor to the Commanding General on religious, spiritual, moral and ethical issues affecting the Command. He will seek to ensure the free exercise of religion for all active duty, their dependents, and those otherwise entitled to religious ministry support.

1002. ASSIGNMENT. Officers of the Navy Chaplain Corps are assigned to duty with the Marine Corps by Commander, Bureau of Naval Personnel. Chaplains of various faiths are assigned to major Marine commands to provide a broad range of religious ministry to all personnel and their dependents. The Command Chaplain is responsible to the Commanding General for the placement and location of chaplains within the Command. Denomination, special training, and particular skills will be considered in the assignment and utilization of chaplains. The complex nature and size of the Command, and the limited number of chaplains available for assignment, may require area/unit commanders to share the services of chaplains in order to provide the broadest professional coverage. Reassignments will be done in coordination with affected Commanders.

#### 1003. UNIT MINISTRY TEAM FUNCTIONS

1. The Unit Ministry Team, composed of chaplains, religious program specialists and chaplain's assistants, is responsible for promoting and providing for the free exercise of religion.

2. Provide opportunities for individuals to express and develop their religious faith through pastoral care, counseling, religious services and acts, religious education, benevolence and personal growth.
3. Provide professional assistance to commanding officers with regard to religious, spiritual, moral and ethical issues.
4. Implement directives issued from higher authorities that are related to religious ministry.
5. Requisition, warehouse, control and issue equipment or materials associated with the CRP.
6. Provide consumable materials required by various faith groups.
7. Schedule/coordinate use of CRP facilities for other authorized functions.

1004. ORGANIZATION. Chaplains and enlisted personnel are administratively assigned to "A" Company, Headquarters and Support Battalion, Marine Corps Base.

1005. RESPONSIBILITY. References (a) through (d) establish requirements for providing for the free exercise of religion through the CRP. Commanding officers and command chaplains are responsible for implementing and maintaining a CRP as outlined in these references.

1. Support of the Command Religious Program, including personnel, funding and logistics, is an essential element of a command's total operation. These matters will be managed as an integral part of the Command's planning, programming, and budgeting activities as governed by current directives.

2. The Command Chaplain is responsible for administering, supervising and facilitating religious ministries and chaplain activities. Duties include:

- a. Coordinate Marine Corps Base ministries and religious activities.

b. Administer the Commanding General's program for religious ministry to meet the spiritual needs of all MCB personnel to the fullest extent possible.

c. Supervise assigned chaplains, enlisted and civilian personnel.

d. Advise the claimant chaplain of necessary actions concerning programming of chaplain and RP billets and other support requirements.

e. Develop plans and programs to execute religious ministry within MCB and its shore-based tenant activities.

f. Coordinate the ministries of all assigned chaplains with respect to religious faith and functional diversity in professional qualifications to meet the needs of MCB personnel.

g. Prepare a fiscal plan in support of the CRP which encompasses adequate support for all faith groups represented, covering their individual and collective needs. The fiscal plan shall provide for adequate training, equipment, facilities, religious expression, consumable support, collateral equipment, personnel support, publicity, transportation, labor, maintenance, repair, replacement, personal growth, and spiritual formation events.

h. Prepare and submit funding needs to the Commanding General encompassing total need of the fiscal plan to implement religious ministries at MCB. Funding requirements shall be based on programs of ministry.

i. Advise the Commanding General on all matters pertaining to the CRP and on religious, spiritual, moral and ethical issues affecting the Command.

j. Facilitate the continued training and professional development of CRP staff, contract, and volunteer personnel.

k. Ensure liaison with Navy-Marine Corps Relief Society, Red Cross, Family Service Center and other helping agencies and organizations throughout the greater Jacksonville area, both civilian and military.

l. Ensure required reports are prepared and submitted.



m. Maintain liaison with supervisory chaplains of tenant commands.

n. Maintain liaison with civilian religious and charitable organizations and agencies as appropriate.

o. Administer the Religious Offering Fund (ROF) in accordance with reference (m).

p. Prepare and submit subordinate officer Fitness Reports for signature in accordance with reference (g).

q. Delegate chaplains for the following areas of responsibility:

(1) Developing and maintaining a contingency plan for the assignment of chaplains to the Casualty Assistance Calls Program as needed, per reference (d).

(2) Providing staff briefings on the CRP.

(3) Preparing and coordinating the area Consolidated Duty Chaplain Watchbill. (Serving as Watchbill Coordinator.)

(4) Serving as the Media Liaison Officer, coordinating the listing of CRP activities in the GLOBE and on ITV.

(5) Coordinating area chaplains' training.

(6) Coordinating Navy Officer PRT for all Navy personnel assigned to UIC 67001, MCB, Camp Lejeune.

(7) Serving as Deputy Command Chaplain.

r. Coordinate the placement of Unit Ministry Teams (UMT's) at shelter/evacuation sites during periods of destructive weather and other emergencies in accordance with existing MCB policy.

s. Serve as area coordinator for the Chief of Chaplains to include:

(1) Area Training

(2) Chaplain Corps Anniversary

(3) Senior Chaplain Conferences

(4) Professional Development Training Workshops

(5) Marine Corps Prayer Breakfast

3. Intracommand Responsibilities. Other staff codes, commanders and commanding officers reporting to the Commanding General or Chief of Staff will support the CRP and the free exercise of religion at MCB.

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CHAPTER 2

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## SOP FOR CRP

### CHAPTER 2

#### STAFF SECTION (DUTIES AND RESPONSIBILITIES)

2000. GENERAL. Chaplains assigned to Marine Corps Base, as representative clergy of their respective faith groups, provide/facilitate religious ministries to all personnel, their dependents and other authorized persons. All chaplains' responsibilities include, but are not limited to:

1. Assist in developing and executing the CRP.
2. Advise commanding officers on matters concerning religious, spiritual, moral and ethical issues affecting units.
3. Advise the Command Chaplain, via faith group coordinators, of CRP needs, issues, and activities; and report directly on special tasking/collateral duties assigned.
4. Cooperate with other chaplains, via the appropriate faith group coordinator, to provide a comprehensive ministry throughout MCB.
5. Manage assigned spaces and resources.
6. Supervise assigned personnel and inform the Leading Petty Officer or Division Officer/LCPO on enlisted personnel issues affecting the Department.
7. Provide ministry of presence through work space, quarters and personnel visitation.
8. Responsible for the proper performance of the duties assigned in specific areas and for the conduct of subordinates, in accordance with regulations and the orders of the commanding officer and other superiors.
9. Stay informed of the capabilities and needs of each subordinate, and take such action as may be necessary for the welfare and morale of subordinates.
10. Train subordinates in their duties, and in the duties to which they may succeed, and encourage them to qualify for advancement and to improve their education.

11. Ensure spaces, equipment, and supplies assigned are maintained in a satisfactory state of readiness.
12. Instruct subordinates in all applicable safety precautions.
13. Initiate enlisted performance evaluation sheets for personnel assigned in accordance with reference (g).
14. Maintain a UMT notebook on personnel assigned.
15. Forward requests for leave, liberty, and special privileges, with recommendations.
16. Prepare monthly, semi-annual, denominational, and other reports as required.

2001. OPERATIONS AND TRAINING OFFICER. The Operations and Training Officer is responsible to the Command Chaplain to:

1. Make recommendations on the proper use of assigned chaplains and enlisted personnel to carry out the mission of the CRP.
2. Monitor chaplain coverage at outlying sites and advise the Command Chaplain on religious ministry as needed.
3. Solicit, consolidate, draft, submit and liaison with higher authority regarding chaplains' monthly and semi-annual reports.
4. Assist the Command Chaplain in the coordination of the Reserve Chaplain and CCPO programs.
5. Maintain and manage contingency plans involving chaplain assignments to include Destructive Weather Plan and the Emergency Recall Bill.
6. Responsible staff member for monitoring awards and decorations submissions from the department to command level.
7. Assist in the development and implementation of Quality of Ministry inputs to higher headquarters.
8. Assist in preparing point papers, white papers, and flag correspondence.

9. Liaison with civil/military organizations to request chaplain support.
10. Conduct, coordinate and monitor staff chaplain training.
11. Prepare semi-annual denominational and other reports as required.
12. Coordinate chaplain participation on various Marine Corps Base boards and committees.
13. Advise the Command Chaplain regarding assignment of special project officer(s) and collateral duty assignments.
14. Advise the Command Chaplain regarding delivery and analysis of religious programs sponsored by the CRP.
15. Represent the Commanding General at the quarterly board meetings of the Onslow chapter of the American Red Cross.
16. Coordinate civilian requests and chaplain coverage for military funeral/memorial services.
17. Liaison with all civilian religious groups to seek provision for ministry/services to military personnel aboard MCB.
18. Serve as advisory and coordinator for all lay readers who facilitate ministry in the CRP and ensure they function in accordance with established guidelines.

2002. BUDGET OFFICER

1. Primary advisor to the Command Chaplain regarding status of procurement, budget execution and CRP funding support.
2. Procure, receive, store, issue, ship, transfer, account for, and maintain stores and equipment utilized by the CRP.
3. Ensure material received is inspected upon receipt and distributed to requesting area.
4. Disburse government funds within the guidelines established by the Command Chaplain.

5. Conduct proper accounting, to include cost appropriation, property, funding obligations, funding estimates and projections and fund balance management.
6. Coordinate preparation and submission of outlying areas' operational needs through the use of program element worksheets.
7. Develop/submit proposed CRP budget.
8. Implement approved spending plan.
9. Staff initial response on all budget issues.
10. Solicit annual budget input from MCB chaplains.

2003. DIVISION OFFICER/LEADING CHIEF PETTY OFFICER. The senior enlisted staff Religious Program Specialist is the primary advisor to the Command Chaplain on matters related to the enlisted support assigned to the department. Responsibilities include:

1. Accompany the Command Chaplain on regular scheduled on-site visits to the outlying chapel areas for the purpose of promoting morale, inspection, and support of enlisted personnel.
2. Assist the Command Chaplain on official calls, functions and meetings as directed.
3. Function as a liaison between the Department Head Unit Ministry Team Leaders and enlisted personnel.
4. Host enlisted visitors to the Command impacting on the CRP.
5. Attend and assist in departmental staff meetings as directed by the Command Chaplain. Conduct RP staff meetings.
6. Provide input on awards recommended for enlisted personnel.
7. Provide input on evaluations, Pros/Cons, fitness reports (Marine E5 and above) submitted on enlisted personnel.
8. Supervise reports, tasks and duties assigned to the staff enlisted personnel with the assistance of the Leading Petty Officer and senior Marine.

9. Identify requirements for department office equipment, supplies and facilities usage. Ensure effective use of assets.
10. Supervise and coordinate professional training and career development of staff RP's, permanent Marines, FAP, and MCT RP students.
11. Conduct muster of enlisted personnel, enlisted inspections, and BEQ room inspections.
12. Provide indoctrination training.
13. Liaison with "A" Company, HQSPTBN Battalion, and MCB Headquarters personnel concerning enlisted issues.
14. Review correspondence, instructions and notices pertaining to enlisted SOP's, orders and official instructions.
15. Manage the development, implementation of departmental desk top procedures and checklists.
16. Maintain liaison with PSD on issues relating to enlisted personnel matters.

2004. DEPARTMENTAL LEADING PETTY OFFICER. The Leading Petty Officer (LPO) assists, and is directly responsible to, the Department Chief. Responsibilities include:

1. Function as the Leading Chief Petty Officer (LCPO) in the absence of the LCPO.
2. Organize and monitor the operation of Chaplain's Office. Ensure the accurate and timely submission of all assigned correspondence and reports. Ensure timely completion of all tasks performed by staff RP's and assigned enlisted Marines.
3. Assist the LCPO in coordinating meetings and task groups.
4. Periodically evaluate work distribution and make recommendations concerning more efficient department operation.
5. Conduct morning muster, complete necessary forms by 0745 and submit to "A" Company and PSD By 0800.



6. Ensure all telephones are staffed by 0730 and that clerks are trained in proper phone etiquette and procedures.
7. Assist in identifying all administrative, staffing, equipment, supply and facility needs.
8. Manage professional training and career development of staff RP's, permanent Marine and assigned FAP personnel.
9. Coordinate enlisted support of religious services.
10. Counsel junior enlisted personnel when necessary.
11. Serve as Assistant Department Security Officer.
12. Conduct pre-inspection of all enlisted personnel prior to any formal inspection.
13. Submit input for enlisted performance evaluations, Pros/Cons, and fitness reports to the LCPO.
14. Ensure Recall Bill is correct, current and properly distributed.
15. Maintain a check-in/check-out board to monitor whereabouts of enlisted personnel.
16. Indoctrinate new personnel regarding office policies and procedures.
17. Draft monthly reports (i.e. Recall Rosters, TAD status, etc.)
18. Coordinate watches for Navy and Marine Corps requirements (i.e. police call, barracks watches, etc.)
19. Coordinate enlisted training.
20. Assist in budget preparation.
21. Draft correspondence.
22. Draft and review instructions.

23. Perform verification of EDVR and ODCR.
24. Assist with Internal Control Reviews.
25. Liaison with Company Office, Assistant Chief of Staff, Comptroller, and Printing Plant, etc.
26. Serve as Fire Marshal for Command Chaplain's Office.
27. Function as Professional Reference Library Officer.

2005. PROGRAM COORDINATORS. A chaplain shall be assigned by the Command Chaplain to function as a Designated Faith Group Representative (DFGR) for each faith group represented by the demographics of the Command. Duties shall include, but not be limited to:

1. Monitor chaplain coverage at outlying sites and advise the Command Chaplain on faith group coverage.
2. Brief the Command Chaplain regarding the effectiveness/ adequacy of ministry delivered aboard Marine Corps Base with respect to a particular faith group.
3. Advise the Command Chaplain regarding the development, delivery and analysis of religious programs aboard Marine Corps Base as they relate to the overall faith group needs.

2006. EXECUTIVE SECRETARY. The Secretary to the Command Chaplain shall:

1. Schedule and monitor all appointments and meetings involving the Command Chaplain.
2. Receive/screen all calls and visitors for the Command Chaplain.
3. Maintain official files of correspondence.
4. Review all outgoing correspondence.
5. Type correspondence.

6. Prepare permissive TAD requests.
7. Type and proofread officer fitness reports.
8. Provide administrative support to LCPO and Operations and Training Chaplain.
9. Maintain a master calendar of events for the Protestant, Catholic and Jewish Chapels at Marine Corps Base.

2007. FISCAL ACCOUNTING TECHNICIAN. The Fiscal Accounting Technician is responsible to the Command Chaplain, via the Budget Officer, for the proper fiscal accounting of government and religious offering funds. Working in tandem with and through the Budget Officer and ROF Custodian, responsibilities include:

1. Perform a monthly and quarterly reconciliation and recapitulation of the general and subsidiary accounts to ensure that the basic accounting data and the computerized and manual reports are in balance.
2. Maintain a record of each account which lists balances and adjustment actions taken.
3. Maintain paperwork and files for purchasing supplies and equipment in support of the respective chapel activities. Assemble and maintain catalogs and listing of supply sources as required.
4. Provide research for the development of the annual appropriated and non-appropriated fund budgets.
5. Provide the Budget Officer with an ongoing account of O&M Funds allocated and disbursed in support of the CRP. This account will reflect use of these monies in the categories of the projected budget presented to the Commanding General.
6. Prepare and type contracts for appropriated fund contract personnel for submission to Purchasing and Contracting.
7. Serve as contact person on organ maintenance and repair contracts. Arrange for piano and equipment repairs not covered under service contracts.

8. Maintain financial records and files on all Chapel Fund activities and appropriated fund records. Maintain daily chronological subject file relating to financial matters of the CRP.

9. Prepare certification of services and materials received.

10. Maintain a record book and files on contracted organists, choir directors, directors of religious education and other service providers. Compute pay for each month (from time cards certified by chaplains) type invoices for payment and submit to the Command Chaplain for certification, and to the Disbursing Officer for payment. Post individual accounts of each employee and maintain a running balance of services and dollar amounts.

11. Process all invoices.

12. Receive and deposit ROF monies.

13. Maintain adequate audit trails on government and religious offering funds.

14. Reconcile bank statements and checkbooks for each fund and maintain bank statements with collection sheets for detailed examination.

2008. RELIGIOUS OFFERING FUND (ROF) CUSTODIAN. The ROF Custodian is appointed in writing by the Commanding General and will be responsible to the ROF Administrator. The ROF Custodian will:

1. Ensure that the ledgers for each sub-account and the consolidated funds are kept in accordance with reference (m).

2. Ensure that a complete and accurate audit trail exists for all transactions.

3. Provide for the counting, safeguarding, depositing and accounting for all ROF monies and assets.

4. Assist Designated Faith Group Representatives (DFGR) in preparing disbursement requests.

5. Review disbursement requests for completeness, appropriateness and availability of funds before forwarding the requests to the administrator.
6. Disburse approved expenditures.
7. Maintain files showing command approval for the collection, solicitation and disbursement of designated offerings.
8. Ensure reconciliation of the checkbook to the bank statement within three working days of receipt of bank statement.
9. Ensure preparation of monthly report for each sub-account.
10. Ensure that a current signature card/ownership card is maintained at the bank.
11. Maintain files a minimum of four fiscal years (current year + three), including but not limited to:
  - a. all ledgers;
  - b. all bank statements;
  - c. all returned cancelled checks;
  - d. all ROF audit reports;
  - e. copy of each disbursement request submitted;
  - f. all offering records with deposit slips attached;
  - g. all designated offering request/disbursement forms;
  - h. copies of all appointment letters for the Administrator, Custodian/Alternate Custodian and DFGR's;
  - i. copies of all relevant correspondence; and
  - j. copies of all pertinent instructions and directives.
12. Provide information on the ROF requested by the Commanding General, ROF Administrator, a DFGR, an ROF Audit Board, or any others approved by the administrator.

2009. ROF DESIGNATED FAITH GROUP REPRESENTATIVE. The ROF DFGR is appointed by the Command Chaplain for each faith group represented within the CRP. The DFGR is responsible to the Fund Administrator and is that faith group's representative. The DFGR is the primary advisor to the ROF Administrator on that faith group's sub-account. DFGR's recommend disbursements from the ROF based on the faith group donor's intent. ROF utilization is strictly governed by reference (m). ROF DFGR's shall ensure that a statement covering legal utilization of ROF is published to their applicable faith group on a monthly basis. Publication of this scope statement shall be considered sufficient proof of donor's intent.

2010. FAITH GROUP PROGRAM COORDINATOR. Faith Group Program Coordinators will be assigned in writing by the ROF Administrator for each faith group represented within the CRP. In addition to general duties, Faith Group Program Coordinators will:

1. Advise the Command Chaplain on faith group ministries and issues.
2. Monitor the development and implementation of faith group program elements of the CRP at all MCB worship sites.
3. Facilitate the planning, programming, budgeting, and administration of faith group ministries and spaces.
4. Coordinate faith group chaplains' schedules.
5. Cooperate with other Faith Group Coordinators in interfaith events/issues.
6. Develop and maintain preaching schedules and schedules of chaplains assigned to worship services.
7. Supervise their respective religious education programs.
8. Coordinate/provide faith group training as indicated.

2011. CHAPEL SITE MANAGERS/UNIT MINISTRY TEAM LEADER (UMT). The Command Chaplain's office maintains and manages 10 chapels throughout the Marine Corps Base CRP. Each chapel is assigned a

chaplain who functions as Chapel Site Manager/UMT Leader. Manning levels of chaplains assigned will determine the placement of chaplains at each chapel facility. While every attempt will be made to assign chaplains to individual sites, it must be understood by each respective commanding officer that this assignment may not be feasible. Chapel pastors will function, in some cases, at more than one facility. Regardless of assignment, responsibilities include:

1. Plan, coordinate and implement worship services, religious education programs and special/seasonal programs at assigned chapel(s).
2. Attend area Chapel Advisory Council meetings.
3. Certify contract personnel time cards.
4. Ensure proper handling of ROF monies per established department guidelines.
5. Assume responsibility for chapel facility maintenance.
6. Account for chapel equipment inventory, consumable and non-consumable items.
7. Develop and submit Planned Ministry Objectives (PMO's) to the Command Chaplain for approval and implementation.
8. Be responsible, under the Command Chaplain, for the proper performance of the duties assigned to the UMT, and for the conduct of subordinates in accordance with regulations and the orders of the commanding officer and other superiors.
9. Stay informed of the capabilities and needs of each subordinate, and take action as may be necessary for the efficiency of the UMT and the welfare and morale of subordinates.
10. Train subordinates in their duties, and in the duties to which they may be assigned, encourage them to qualify for advancement and to improve their education.
11. Report all infractions of regulations, orders, and instructions which warrant disciplinary action.

12. By personal supervision and frequent inspection ensure that spaces, equipment, and supplies assigned to the department are maintained in a satisfactory state of cleanliness and preservation.

13. Report promptly any repairs needed, or other defects that require correction.

14. Carefully instruct subordinates in all applicable safety precautions, and require their strict observance.

15. Ensure optimum material conditions of readiness within the Chapel Site.

16. Schedule and conduct training for assigned personnel. Phases of training should include indoctrination of new personnel; preparation for advancement in rating, including correspondence courses and practical factors in both military and professional subjects; individual instruction and drills in unit duties; team training to fulfill operational requirements of the Department; instruction in principles of effective leadership, and individual training.

17. Initiate performance evaluation sheets for enlisted personnel, in accordance with reference (g).

18. Be responsible for all forms, reports, and correspondence originated or maintained in their assigned Chapel site.

19. Establish and maintain desktop procedures, turnover files, and other directives which may be necessary for the administration of each site.

20. Ensure that prescribed security measures are strictly observed by personnel of the site.

21. Forward requests for leave, liberty, and special privileges, with recommendations to the Command Chaplain.

22. Cooperate with personnel of other Chapel Sites in the CRP, and recommend improvements in CRP policies and procedures to the Command Chaplain.



23. Ensure that all equipment and check-off lists in assigned spaces are maintained in proper working condition/state of readiness, and are properly labeled.

24. Ensure that monthly and semi-annual reports are properly prepared and forwarded to the Training and Operations Chaplain in a timely manner.

2012. SPECIAL PROJECTS OFFICER. The Special Projects Officer shall assist the Command Chaplain in implementing and monitoring special projects which include, but are not limited to, Professional Development Training Course, Marine Corps Chaplains Indoctrination Course, Holocaust Remembrance Day, National Prayer Breakfast, Christmas Cheer, and various other religious and civil events.

2013. SPECIAL EMPHASIS CHAPLAIN ASSIGNMENTS. As stated in paragraph 2011, not every site covered by the CRP may have a dedicated staff chaplain who serves only their needs. To prevent the loss of ministerial coverage should manning dictate "double hatting" of chaplains, certain facilities will be managed under the guidelines of special emphasis. Regardless of manning levels, a chaplain shall be assigned responsibilities in areas requiring CRP coverage. The responsibility of these assigned chaplains will encompass the requirements stated in paragraphs 2011 and shall additionally be responsible to:

1. Provide input from a chaplain's perspective to curriculum as applicable.
2. Conduct periodic site visits to work centers within the assigned organization.
3. Provide comprehensive ministry opportunities to permanent personnel and assigned students to the fullest extent possible.
4. Provide comprehensive on-site ministry to prisoners, detainees and staff of Brig, and CCU as applicable, to the fullest extent possible.
5. Serve as advisor to boards and committees as applicable.

6. Provide comprehensive ministry opportunities to housing area residents as applicable, and to the fullest extent possible.

2014. CONTRACT PERSONNEL. Many aspects of religious ministry are accomplished through effective utilization of non-personal service contracts. These contracts are managed through normal procurement procedures and include services for musicians, directors of religious education, choir directors, cantors, etc. Maintenance of these contracts must be based on cost effectiveness in meeting needs which would otherwise remain unfulfilled. Specific criteria is stated in each contract specification, based solely on the needs of the command at the time the contract is issued.

2015. MILITARY DUTIES. Chaplains are commissioned officers in the United States Navy or Naval Reserve, and participate in military functions which are compatible with their non-combatant status, including formations, inspections and training events that aid in the performance of duties/ministry.

2016. COLLATERAL DUTIES. All collateral duties assigned to chaplains will be in keeping with the primacy of the chaplains' duties of religious ministry as per references (a), (b), and (c). Chaplains will not be assigned collateral duties which involve actions that violate the religious practices of their ecclesiastical authorities. Specifically prohibited duties include:

1. Any duty that would compromise the chaplain's status as a non-combatant.
2. Director or treasurer of fund drives or serving in any capacity relating to the solicitation, disbursement, or custody of monies, except as Custodian, Administrator, or DFGR of the ROF.
3. Serving on a courts-martial or rendering judgment in disciplinary cases, except as required by reference (e).
4. Standing watches other than Duty Chaplain Watch.

2017. UNIFORMS. Chaplains will wear the uniform as directed by reference (f) and current directives. Chaplains may wear either the Navy or Marine uniform. Reference (b) authorizes the wearing of clerical vestments when performing religious rites.

2018. FITNESS REPORTS. Fitness reports for chaplains will be submitted per reference (g).

1. The Commanding General is the reporting senior for the Command Chaplain, Marine Corps Base. Fitness reports for staff chaplains shall be by delegated authority for Reporting Senior in accordance with higher authority.

2. Commanding Officers of the School of Infantry, Marine Corps Service Support Schools, and Marine Corps Engineer School will be the Reporting Senior for chaplains assigned to their command. The Commanding Officer, Headquarters and Support Battalion will be the Reporting Senior for the chaplains assigned to that unit.

3. The Chief of Staff, Marine Corps Base, will be the Reporting Senior for chaplains assigned to departmental duties and chapel pastor responsibility.

4. To facilitate timely submission of Navy Officers Fitness Reports, the Command Chaplain will provide reporting seniors with evaluation sheets for completion and return to the Command Chaplain. In addition, the Command Chaplain will provide reporting seniors with training, guidance and input regarding the fitness reports.

5. The Command Chaplain's Secretary will be responsible for final drafts and submission in accordance with reference (g).

2019. REPORTS. The following reports are required as appropriate.

1. Each chaplain will forward to the Command Chaplain monthly accounting of religious, administrative and staff work.

2. Semi-annual reports will be forwarded by each chaplain to the Command Chaplain who will compose reports to be forwarded to Headquarters Marine Corps Chaplain, via MARFORLANT Force Chaplain.

3. Chaplains are responsible for maintaining their own ecclesiastical endorsement and submission of other reports required by respective endorsing agents.

4. Reference (h) requires chaplains to submit an Officer Preference and Personal Information Form (NAVPERS 1301/1) annually on 1 December and when major duty preference changes occur.

SOP FOR CRP

CHAPTER 3

RELIGIOUS MINISTRIES

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## SOP FOR CRP

### CHAPTER 3

#### RELIGIOUS MINISTRIES

3000. GENERAL. Religious ministries will be conducted in accordance with ecclesiastical requirements and through the CRP. Participation in the CRP will be voluntary. A comprehensive CRP that propagates and strengthens religious customs and practices while enhancing the spiritual life of personnel and dependents will include:

1. Worship. Regularly scheduled and advertised divine services will be conducted at least weekly and for seasonal observances, as required by the Command's mission and by the chaplain's endorsing religious body.
2. Rites and Sacramental Ministries. Rites and sacramental ministries will be provided for all personnel as is feasible. The Command Chaplain will request the services of other chaplains or clergy as necessary and appropriate to facilitate ministries for personnel of other faiths.
3. Special and Seasonal Religious Services/Programs. Special and seasonal religious services/programs shall be maintained as part of each faith group's religious life. These programs are designed to meet the faith needs of each community and encourage growth, participation and development. These programs are essential to the total worship experience and help present a composite CRP.
4. Religious Education. Individual religious instruction and formal programs of religious education will be conducted on a continuing basis. Such programs will be under the cognizance of an assigned chaplain, and may include the services of Directors of Religious Education and/or CRP volunteers.
5. Pastoral Counseling. A comprehensive program of pastoral counseling and crisis response will be made available to all personnel and their dependents, according to their needs and the training/abilities of assigned chaplains.
  - a. Generally, pastoral counseling and crisis response will be available in each chaplain's work space during working hours and through the duty chaplain at all other times.

b. A chaplain will be available to conduct Marriage Preparation, Family Enrichment and other programs from a religious perspective, under reference (c).

c. A chaplain will be available to the Marine Corps Base Brig to provide on-site pastoral counseling and crisis response for prisoner/detainees and staff.

6. Pastoral Visitation. Continuing pastoral visits will be conducted at work spaces, brig, hospital and quarters to the fullest extent possible.

7. Other Religious Ministry Programs. Other religious ministry programs (retreats, music, films and special activities) will be conducted as appropriate and as funding permits. Priority of ministry provided and accompanying funding levels are determined by the Command Chaplain. Shortages in funding of religious program elements due to necessary prioritization shall be passed to the Commanding General, Marine Corps Base.

SOP FOR CRP

CHAPTER 4

INTERCOMMAND COOPERATION

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## SOP FOR CRP

### CHAPTER 4

#### INTERCOMMAND COOPERATION

4000. INTERCOMMAND COOPERATIVE ACTIVITIES. Comprehensive and effective religious ministries to all personnel and their dependents, and other authorized persons in the Camp Lejeune area requires the cooperative participation of chaplains from Marine Corps Base and tenant commands. The Command Chaplain, Marine Corps Base, under reference (c), will coordinate these cooperative ministries/activities, which include:

1. Consolidated Duty Watch. All Camp Lejeune area chaplains will participate, as available, in the Consolidated Duty Chaplain Watch. By the 15th of every month, tenant command supervisory chaplains will forward a monthly chaplain availability list to the Chaplain Duty Watch Coordinator. The Duty Chaplain will function according to the standard operating procedure for Duty Chaplains as prescribed by Base Order 1601.2S and directives from the Chaplain Watch Officer.

2. Area Chapel Programs. Complete information on all area chapel programs and sponsored activities will be made available to Camp Lejeune area chaplains for publication and the participation of chaplains, military personnel, and their dependents.

3. Camp Lejeune Area Chaplains' Meeting. Monthly meetings for chaplains serving in the Camp Lejeune area, including New River Marine Corps Air Station, will be held for professional matters, training, and planning cooperative ministries/activities. All area chaplains will attend unless operational activities or emergencies prohibit.

4. Disaster Response. Chaplain resources for response to disasters and in support of the Casualty Assistance Program when activated will be coordinated by the Command Chaplain from Building 37, in liaison with tenant command chaplains.

5. Cooperative Ministries/Activities. There are seasonal commemorative and ecumenical or interfaith ministries/events which all chaplains may share in for the benefit of the Camp Lejeune community.

SOP FOR CRP

CHAPTER 5

LOGISTIC SUPPORT

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## SOP FOR CRP

### CHAPTER 5

#### LOGISTIC SUPPORT

5000. GENERAL. The CRP is supported by local O&M funds under references (a), (b) and (j) and is reflected as an entity in Program Objective memorandum submissions, budget reports and midyear reviews. Marine Corps Base logistic support of religious ministries is interpreted to include, but is not limited to:

1. Purchasing and providing consumable religious supplies and services such as religious literature, printing, liturgical accouterments, transportation, and military band support.
2. Providing non-consumable support essential to religious ministries, such as equipment, furnishings and facilities.
3. Contracting for musical and educational services such as organists, choir directors, directors of religious education resource persons, and religious faith group retreats.
4. Supporting the professional training of chaplains and the training of RP's in short-term training opportunities.

5001. COST CENTER. O&M fund planning, programming and budgeting will reflect program requirements for the unique needs of all faith groups in the CRP. The Command Chaplain's Office Cost Center will administer O&M funds in support of the CRP as determined by the Command Chaplain, to include:

1. Purchase consumable religious supplies (literature, candles, communion supplies, food items for religious observances such as Passover, and administrative supplies).
2. Provide non-consumable support essential to religious ministries (equipment, furnishings and facilities).
3. Provide services to support the CRP (equipment repair, cleaning, transportation).
4. Administer non-personal service contracts: directors of religious education, musicians, choir directors, etc.
5. Administer contracts for civilian clergy under reference (k).

5002. RELIGIOUS OFFERING FUND (ROF). The ROF is the only instrument authorized for the receipt and disbursement of funds received at religious services. The ROF is a non-appropriated fund established and administered under the authority of the Commanding General. The ROF will be used only for religious benevolence projects and procurement of items beyond the scope of OM&N funding and not as alternative support for the CRP in accordance with reference (j).

1. The ROF will be administered under reference (j).
2. Strict compliance with reference (j) in all areas governing the ROF is mandated.